User Instructions
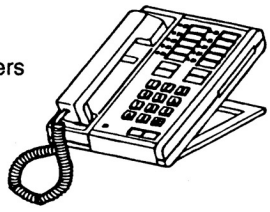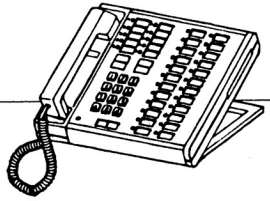# 2500 Voice Terminal

For Messages Call Extension _____

For Assistance Call _____   Extension _____

Feature	Procedure
Hold To place call on hold To return to held call	• Press ⬚Switch Hook⬚ (Do Not Hang Up) NOTE: You will hear dial tone, intercept tone, or silence. • Press ⬚Switch Hook⬚
Transfer	• Press ⬚Switch Hook⬚ • Dial number (announce call) • Hang up
Conference To add a 3rd party to call To drop a 3rd party, busy tone, or no answer	• Press ⬚Switch Hook⬚ • Dial number • Press ⬚Switch Hook⬚ after party answers • Press ⬚Switch Hook⬚
Abbreviated Dialing Access personal list Access group list Program personal list	• Dial *7 • Dial index number • Dial *8 • Dial index number • Dial *0 • Dial *7 • Dial index number • Dial number (up to 20 digits) • Dial # • Hear confirmation (3 short tones)
Automatic Callback Activate Cancel	• Press ⬚Switch Hook⬚ when busy tone is heard • Dial *5 • Dial busy extension number • Hear confirmation (3 short tones) • Hang up immediately • Dial #5 • Hear confirmation (3 short tones)
Call forwarding/follow me Activate Cancel	• Dial *2 • Dial extension number • Hear confirmation (3 short tones) • Dial #2 • Hear confirmation (3 short tones)
Call pickup	• Dial #4
Send all calls Activate Cancel	• Dial *3 • Hear confirmation (3 short tones) • Dial #3 • Hear confirmation (3 short tones)

7203H, 7205H, 7403D, and 7405D Voice Terminals

Hold
To place call on hold   • Press [Hold]

To answer another call   • Press [(call appearance)] of incoming call

To return to held call   • Press [(Held call appearance)]

Transfer
                             • Press [Transfer]

                             • Dial number (announce call)

                             • Press [Transfer]

Conference   • Press [Conference]

To add a 3rd party to call   • Dial number

                             • Press [Conference] after party answers

                             NOTE: If no answer or Busy

                             Press [(Held call appearance)]

To drop a 3rd party   • Press [Drop]

Disconnect
To hang up from current   • Press [Disconnect]
call and return dial tone

Abbreviated Dialing

Access   • Press [AD]

Program   • Dial *0
                             • Press [AD]

                             • Dial number (up to 20 digits)

                             • Press [AD] Green lamp goes dark

                             • Hear confirmation (3 short tones)

Automatic Callback   • Press [Switch hook] when busy tone is heard

Activate   • Dial *5
                             • Dial busy extension number
                             • Hear confirmation (3 short tones)
                             • Hang up immediately
Cancel   • Dial #5
                             • Hear confirmation (3 short tones)

Automatic Intercom
Signaling/communication   • Press [Auto Icom]
between 2 predetermined
terminals

Call forwarding/follow me • Dial *2
Activate   • Dial extension number
                             • Hear confirmation (3 short tones)
Cancel   • Dial #2
                             • Hear confirmation (3 short tones)

Call pickup   • Press [Call Pickup] or Dial #4

Send all calls
Activate   • Dial *3
                             • Hear confirmation (3 short tones)
Cancel   • Dial #3
                             • Hear confirmation (3 short tones)

AUDIX VOICE MAIL DIRECTIONS

PRESS 1 — RECORD MESSAGES

RECORD MESSAGE

1. Press 1.
2. Speak message.

   Edit –
   - Press 1 to stop/pause.
     THEN
     Press 1 to continue.
   - Press 2 3 to play back.
   - Press *D to delete and re-record.
     (Begin at step 1.)
3. When finished, press * # to approve.

ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.
5. Listen to address.
6. Repeat steps for more addresses.
7. Press ** #. to send NOW.
   OR
   Press * # to send with options.

   Options –
   - To schedule future delivery, listen to prompts.
   - To file a copy, press Y or N

PRESS 2 — GET MESSAGES

LISTEN TO MESSAGE

1. Press 2.
2. Listen to message header.
3. Press 0 and listen to message.

   Options –
   - Respond, go to step 4.
   - Press 2 3 to play back summary.
   - Press *D to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press **U to undelete the message.
   - Press # to save and skip to next summary.

RESPOND TO MESSAGE

4. Choose one:
   - Call sender directly, press 1 0.
   - *Reply by voice mail:*
     — Press 1 7 and speak message (to send reply only).
       OR
       Press 1 1 9 and speak message (to attach original).
     — Press ** # to approve and send NOW.
       OR
       Press * # to approve and send with options.
   - Forward with comment, press 1 2. Go to **RECORD MESSAGES** step 2 above.

ACTIVITY MENU

Record Messages	Get Messages	Administer Greetings
1	ABC 2	DEF 3
Review Messages	Password/ Lists	
GHI 4	JKL 5	MNO 6
Scan Messages		
PRS 7	TUV 8	WXY 9
*	0	#

**R Re-log in
Q=7 Z=9

PRESS 3 — ADMINISTER GREETINGS

RECORD GREETING

1. Press 3.
2. Listen to greeting number in use.
3. Press 1 to create/change greeting.
4. Indicate greeting number you will record (1-9).
5. Speak greeting.

   Edit –
   - Press 1 to stop/pause.
     THEN
     Press 1 to continue.
   - Press 2 3 to play back.
   - Press *D to delete and re-record.
     (Begin at step 5.)
6. When finished, press * # to approve.

USE GREETING

7. Press 1 to use greeting for all calls.
   OR
   Press * # to leave greeting inactive.

NOTE: Depending on your system setup, you may have the ability to create **multiple personal greetings** (up to 9) and to activate them for different call types.

To use the **Multiple Personal Greetings** feature, listen to the system prompts or see **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709.**

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Transfer call to operator	*0
Delete	*D
Undelete	**U
Hold message in category	**H

Use while addressing:

Alternate addressing (switch between name/ext.)	*A
Use group list	*L
Options Menu	*M

Use while listening to or recording messages.

PRESS 5 — CHANGE PASSWORD/ ADMINISTER LISTS

CHANGE PASSWORD

1. Press 5 4.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

TIPS

- To alternate between extension and name addressing, press *A.
- When addressing a message, press *M and
  1 to make message private,
  2 to make message priority, then
  * # to continue addressing.
- To approve and send a message NOW, press ** #.
- To bypass greetings, press 1 as soon as the system answers and speak your message.

PLAY-BACK CONTROLS

	Rewind	Play/Pause
1	ABC 2	DEF 3
Louder	Back Up	Advance
GHI 4	JKL 5	MNO 6
Softer	Slower	Faster
PRS 7	TUV 8	WXY 9
*	Listen/Replay 0	Skip #

Press 3 to pause and 3 again to continue.
Q=7 Z=9

AUDIX VOICE MAIL DIRECTIONS

LOG IN

- Dial your AUDIX system number.
- Enter # (from your ext.) or extension #.
- Enter Password #.
Get your initial password from your system administrator.

ACTIVITY MENU

Record Messages	1
Get Messages	ABC 2
Administer Greetings	DEF 3
Check Outgoing Messages	GHI 4
Change Password/ Administer Lists	JKL 5
Scan Messages Quickly	PRS 7

BASIC COMMANDS

Help	* H
Restart at Activity Menu	* R
Wait	* W
Transfer out of system	* T
Look up name/ext. in Directory	* * N
Exit system	* * X
Delete	* D
Undelete	* * U
Hold message in category	* * H

Use while addressing:

Alternate addressing (switch between name/ext.)	* A
Use group list	* L

Record Message →

Approve	* #
Stop/Record	1
Play Back	2 3
Delete	* D

More Extensions ↓   Finish Addressing

Extension	#
Options Menu	* M

Extension	* * #
Options Menu	
More Extensions	* #

Listen to system prompts.

Hear Message Summary →

Listen	0
Replay Header	2 3
Delete	* D
Undelete	* * U
Skip	#
Next Category	* #

Respond/ Forward 1 →

Reply by Voice Mail:
-without copy	7
-with copy	1 9
Forward with Comment	2
New Message	4
Call Sender	0

Hear Greeting Number(s) in Use →

Listen	0
Change/Create	1
Scan	2
Activate	3
Call Type	4
Finished?	* #

Record Greeting →

Approve	* #
Stop/Record	1
Play Back	2 3
Delete	* D

Hear Message Summary →

Listen	0
Change/Resend	1
Replay Header	2 3
Skip	#
Next Category	* #

Mailing Lists	1
Personal Directory	2
Password	4
Record name	5

Create List	1
Summary	2
Review/Modify	3

Enter [New Password] [#] Re-enter [New Password] [#]

Scan Headers and Messages	1
Scan Headers	2
Scan Messages	3

PLAY-BACK CONTROLS

Use while listening to or recording messages.

	Rewind ABC 2	Play/Pause DEF 3
	1	
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
	Listen/Replay *	Skip 0	#

Press 3 to pause and 3 again to continue.
Q=7 Z=9

FOR MORE INFORMATION:

- Press *H for HELP.
- See reverse side for step-by-step procedures for options 1, 2, 3, and 5 on the Activity Menu.
- See A Portable Guide to AUDIX Release 1 Version 7, 585-305-709
- Contact your system administrator.

NOTICE: The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.

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